



*25th INFANTRY DIVISION (LIGHT)  
AND  
UNITED STATES ARMY, HAWAII*



SCHOOL PARTNERSHIP

# From The Top



**T**he 25th Infantry Division (Light) and United States Army, Hawaii School Partnership Program is a tremendous opportunity to get involved with the Hawaii public schools and ultimately makes a difference in a student's life. In addition, the school partnerships that we have established contribute significantly to our positive community relations here on Oahu and the Big Island. I appreciate all of your efforts in making this program the success that it is.

This handbook provides operating guidance for implementing your unit's School Partnership Program. If you have any additional questions, contact the Installation School Partnership Program Manager, Kristina Noriega-Artis, at the School Liaison Office at Schofield Barracks, 655-2263/655-2264.

Once again, thank you for your participation and continued support of this vitally important program. Ultimately, your efforts will make a difference in the life of a child.

Tropic Lightning!

**Major General Eric T. Olson**  
**Commanding General**

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This handbook provides operational guidance for implementing and maintaining your unit's school partnership program. This initiative encourages involvement in our communities by supporting students. The School Partnership Program is an opportunity for the Army Community to increase our support for partnerships with our schools.

Since the mid-1980's, the 25 ID (L) & USARHAW has been involved in providing support to Hawaii public schools through the School Partnership Program. This program encourages partnerships between the schools and Army units to enhance the educational experience of all children. Throughout the year, the School Partnership Program manager works closely with the Public Affairs Office, military units, and schools designated for sponsorships to ensure that partnerships are in place or to establish new partnerships. Currently, there are 43 schools partnered with military units from 25<sup>th</sup> ID (L) & USARHAW, Tripler Army Medical Center, 30<sup>th</sup> Signal Battalion, 516 Signal Brigade, 45th Corps Support Group (Forward), and Pohakuloa Training Area.

Under agreement with the schools, Army personnel tutor students help in career education and expose students to

vocational opportunities. In addition, the Army allocates money received from PACOM to support the unit's efforts with the schools. We also provide motivation and reward for student achievement, support school events, campus beautification activities, take students and school personnel on tours of the installation, and provide other support as requested by the schools.

This handbook contains detailed information regarding commander's responsibility, partnership activities, and actions to avoid. In addition, there are yearly requirements of the program. Volunteer data, manpower and projects need to be tracked and MOU's need to be updated on an annual basis. The Army in Hawaii is an active participant and partner with the Department of Education and will continue to embrace its shared responsibility in family member education.

# Role of the Unit Commander

The role of the Unit Commander is to establish clearly defined unit objectives and guidelines that can be realistically achieved. The Unit Commander is responsible for all project approvals utilizing the Joint Venture Guidelines spending criteria.

## Unit Commander Guidelines:

- Meet at least quarterly with the School Principal and develop goals for the year
- Promote the School Partnership Program
- Select a unit liaison representative for the partnered school
- Permit use of appropriate unit resources and services
- Provide Soldiers time to participate
- Prescribe appropriate uniform.
- Concentrate on quality of Soldiers involved rather than quantity
- Understand the philosophy and organizational structure of the school
- Conduct activities and visits within the normal school day
- Track the unit's participation and progress of the program
- Ensure that the Memorandum of Understanding is signed and updated on an annual basis (See Appendix 1)

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## School Partnership

- Provide a School Partnership Volunteer Annual Report in August of each year to the Army School Liaison Officer (See Appendix 2)
- Ensure the JVEF Project Funds request worksheet is submitted at the required time (See Appendix 3)

Select quality Soldiers who can be positive role models and provide them with specific guidance on the program, their role and responsibilities, and actions to avoid.





**T**he Unit Point of Contact takes an active interest in the program, maintains communication with the school point of contact, and promotes positive relationships between the unit and the partnered school liaison.

**Unit Point of Contact Guidelines:**

- Maintains records regarding unit participation in partnership activities
- Monitors the unit's adherence to the commander's guidelines
- Assists school liaison to match unit resources and services with school needs
- Prepares annual report indicating number of Soldiers and their volunteer hours and activities with partnered school
- Coordinates transportation and travel of Soldiers to the school
- Updates MOU on annual basis
- Prepares JVEF Funding and Project Request form indicating the Project and Funds Request

If the unit is partnered with an Army impacted school, the Unit Point of Contact will attend School Community Based Management (SCBM), or its equivalent on a regular basis.



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## School Partnership



**T**he role of the School Principal/Liaison is to establish clearly defined objectives and guidelines that can be realistically achieved. The School Principal/Liaison will provide the unit commander with realistic requirements based on school needs, appoint a school liaison to act as a point of contact for the partnered school, and encourage participation in the School Partnership Program by people in the school's area of influence.

**School Principal/Liaison Guidelines:**

- Meet quarterly with the unit commander and develop goals for the year
- Provide periodic feedback of the progress of the program for the unit commander
- Provide Soldiers with an orientation to the school
  - Include discussions on student developmental ages and stages, and communicating with the students and faculty
- Provide a school calendar that may indicate any changes of program activities, change of schedules, or any other thing that may have an impact on the unit partnership

- Understand the philosophy and organizational structure of the unit
- Concentrate on quality of activities rather than quantity
- Determine the most practical activities in relationship to the available resources and services

School Principal/Liaison should support enrichment activities that support a positive educational environment and will benefit all students on the campus.



# Role of the Program Manager/ School Liaison Office

**T**he role of the School Partnership Program Manager/School Liaison Office is to promote positive relationships between the unit and the partnered school, restore any lost or lack of communication between the school and the unit.

**Maintain accurate records regarding the following:**

- Points of contact
- Participation in partnership activities
- Number of volunteer hours and reports
- Collects JVEF Funding Request forms and provides information to the commanders on the JVEF Guidance

The School Partnership Program Manager/School Liaison Office will prepare an annual report indicating number of Soldiers and their volunteer hours and activities with partnered school.





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## School Partnership



## “Community Outreach” Initiative

The Army “Community Outreach” initiative for Hawaii Public Schools (HPS) focuses on key objectives/goals, targeted schools, and type of work projects.

The following provides key objectives supporting the Commander, US Army Garrison, Hawaii with \$160,000 for “Community Outreach” assistance:

**The Army identified goals/objectives for “Community Outreach” Assistance.** Use the existing School Partnership Program framework. Include schools with significant “Title I” population and integrate Hawaii 3Rs resources.

**Army Execution Plan.** The Army allocates money received from PACOM, oversees coordination between units and schools to identify appropriate projects, and coordinates with legal for approval of projects, as required. Coordinates date/time for project work between unit, parents, and schools, and oversees combined effort between the unit, parents, and schools. Project point of contact provides a report with project cost, status, and consolidates the report for PACOM J1 and JVEF.

**General Guidance.** “Community Outreach” funds are not used to duplicate other JVEF endeavors. Funds are used to buy the following:

- Supplies
- Materials
- Equipment to support military and community volunteers

Avoid projects that require contracting and paying for labor.

Projects are documented in terms of volunteers, volunteer hours, photographs, and cost.

**Activities that may be provided through the Army School Partnerships:**

- Mentoring
- Tutoring
- Community Outreach Assistance



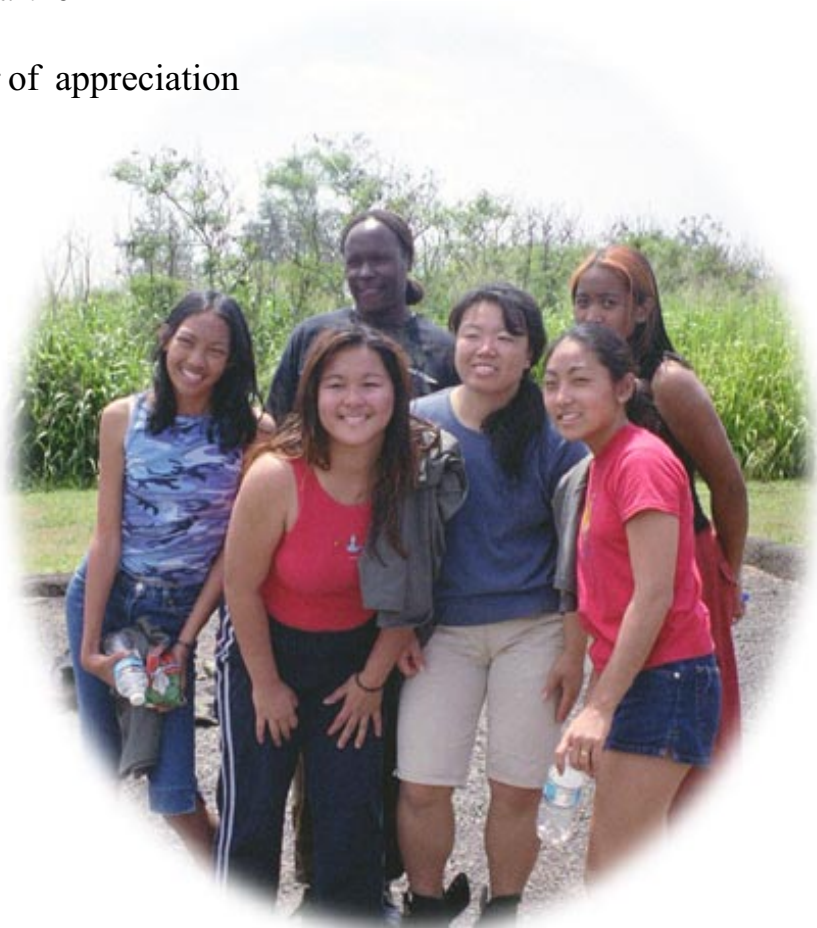


**How can schools help their military partners?**

**T**he school's faculty and staff, as well as its student body can contribute many of its resources to developing a firm and friendly partnership. The possibilities are unlimited and here are a few suggestions:

- Teachers can sponsor potluck parties for Soldiers to meet their staff
- Students can mail letters to their Soldiers (this is particularly appreciated during holidays and when the military unit is deployed and away from home)
- Have a student art/poster contest about the unit, and then display the artwork in the military unit area
- As a learning experience, children can videotape public service “commercials” about their sponsorship activities with their military partners (these videotapes can be shared with the military unit)
- Musical, dramatic, artistic, speech, dance, and literary abilities of students can be shared with their partners (perhaps programs can be performed for the military partner at a unit function, or as part of the annual Military Appreciation Week)

- Invite your military partners to any school graduation/commencement, play, and concert
- Provide a school orientation for your military partner
- The military partner can be honored at a year-end school assembly
- Share Hawaiian culture with your soldiers (invite them to a May Day Program)
- Provide a complimentary copy of the school yearbook to the military partner
- Write a letter of appreciation



**How can the military unit help their school partner?**

**Y**ou are limited only by your imagination! By just being in the school and around the children, you will be serving as a great role model. These are some suggestions that were developed during the School Partnership Workshop:

- Help by tutoring students
- Serve as a one-on-one mentor for a student
- Read to the students
- Conduct a health, vocational, or community fair (military equipment displays are always interesting for the children)
- Provide a “Military Life” field trip to your military installation and unit area



- Participate in a Pen-Pal program (write to your students and motivate them to excel in their studies)
- Conduct physical education training at the school
- Participate and assist with the School Field Day
- Serve on an advisory committee at the school
- Present awards for outstanding students (to include academic, athletic, or citizenship)
- Speak at a school assembly
- Display student work in your unit area
- Establish an extracurricular club that you can sponsor
- Incorporate the school's JROTC cadets in any appropriate training or unit event.



## Actions to Avoid

**T**he following list are actions to avoid concerning the School Partnership Program:

1. Avoid the temptation to become involved in the school's curriculum.
2. Do not make promises that cannot be fulfilled. Use of military funds is prohibited, but private donations of funds to the school are not constrained. If you are unsure, always check with the Staff Judge Advocate
3. Do not get involved with school politics.
4. Do not attempt to recruit students to join the Army.
5. Do not discuss confidential school/student information without permission from the principal.

# Appendixes

# Appendix 1

## Sample Type MOU on Bde or Sep Bn Letterhead

### MEMORANDUM OF UNDERSTANDING

#### SCHOOL PARTNERSHIP PROGRAM

Whereas, the United States Army, Hawaii (USARHAW) School Partnership Program encourages voluntary partnerships between local schools or school districts and Army units or organizations to improve the quality of education by drawing on the resources and expertise of the Army.

Whereas, an Army unit or organization may formally partner with a school or school district and may use human resources, facilities, property, or equipment to enrich the school curriculum,

Whereas, the \_\_\_\_\_ desires to partner with a school,

Whereas, \_\_\_\_\_ is willing to participate in the School Partnership Program,

Now, therefore, it is mutually understood between the \_\_\_\_\_ and \_\_\_\_\_ School as follows:

That, the School Partnership project shall be as described below:

**(A specific list of annual projects may be listed and/or a statement that projects will be decided on a case-by-case basis.)**

That, the use of duty time by the unit is authorized, but the use of appropriated or nonappropriated funds by the unit, other than for salaries of assigned personnel, is prohibited;

That, the project above will not interfere with or detract from the unit's mission.

That, the school will give sufficient advance notice to the unit for planning purposes;

That, the \_\_\_\_\_ will comply with applicable Army regulations in carrying out this project;

That, this MOU can be terminated at any time by either party for either party's convenience upon 30 days written notice;



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That, this agreement may be supplemented or modified at any time upon agreement with both parties;

That the school agrees to hold harmless, to indemnify, and to release and discharge the Department of the Army and all military and civilian personnel of the Department of the Army for any consequences of services rendered pursuant to this agreement;

That, the unit may, without advance notice, withdraw any support it has agreed to provide if military exigencies so require. The unit will try to meet all of its obligations under this MOU; however, if unable to meet its obligations, the unit will provide as much advance notice as possible; That, the period of this agreement shall remain in effect for an indefinite period of time, pending concurrence of both parties. This MOU will be reviewed whenever a change occurs or annually, whichever occurs first.

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Signature of School Official

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Signature of Unit Representative

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Telephone

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Telephone

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Date

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Date

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Signature of School Partnership Program Manager

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Telephone

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Date

## Appendix 2

# School Partnership Volunteer Annual Report

U.S. Army Garrison, Hawaii  
School Partnership Volunteer Annual Report

[illegible]

School Liaison Office POC:  
Kristina Noriega-Artis 655-2264

# Appendix 3

# Project Funds Request Sheet

Project Funds Request Sheet

SCHOOL:  
UNIT:  
UNIT POC:

[illegible]

School Liaison Office POC:  
Kristina Noriega-Artis 655-2264  
Tamsin Keone 655-2263

# Appendix 4

## School Partnership Program Matrix

<b>BRIGADE/SEP BN</b>	<b>SCHOOL</b>	<b>DISTRICT</b>
<b>2D BDE:</b> A Co, 1-14 INF 1-21 INF 1-27 INF 1-27 INF	Kahuku HS Sunset Beach Elementary Haleiwa Elementary Waialua IS&HS	Windward Windward Central Central
<b>3D BDE:</b> 2-5 INF 2-5 INF 2-27 INF 2-27 INF 2-35 INF 2-35 INF HHC, 3d BDE	Mililani HS Mililani Ike Elementary Mililani Waena Elementary Mililani Uka Elementary Honowai Elementary Kipapa Elementary Mililani MS	Central Central Central Central Leeward Central Central
<b>DIVARTY:</b> 2-11 FA 2-11 FA 3-7 FA 3-7 FA F Btry 7th FA HHB/25th FA DET.	Makaha Elementary Waianae IS Waianae Elementary Kamaile Elementary Maili Elementary Leihoku Elementary	Leeward Leeward Leeward Leeward Leeward Leeward
<b>AVN BDE:</b> 1-25 AVN REGT C Co, 25 AVN REGT HHC, AVN G Co, 58 AVN 3/4 CAV 2-25 AVN RGMT	Wheeler Elementary Wheeler Elementary Wheeler MS Wheeler MS Waialua Elementary Iliahi Elementary	Central Central Central Central Central Central
<b>DISCOM:</b> 225 FSB 325 FSB 725 MS BN	Kaala Elementary Wahiawa Elementary Leilehua HS	Central Central Central
<b>65th ENG BN</b>	Solomon Elementary	Central
<b>125th MI BN</b>	Hale Kula Elementary	Central
<b>125th SIG BN</b>	Helemano Elementary	Central

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<b>BRIGADE/SEP BN</b>	<b>SCHOOL</b>	<b>DISTRICT</b>
<b>USA MP BDE:</b> 39th MP Detachment SBMP K-9 Section	Shafter Elementary Campbell HS	Central Leeward
<b>1-62 ADA BN</b>	Iroquois Pt. Elementary	Leeward
<b>HHC, 25th ID(L)</b>	Wahiawa MS	Central
<b>45th CSG(F):</b> 17 CSB 17 CSB 29th ENG BN 125 FIN BN 524 CS BN 84th ECB(H)	Nanakuli Elementary Nanaikapono Elementary Fern Elementary Wheeler Elementary Nanakuli HS Waianae HS	Leeward Leeward Honolulu Central Leeward Leeward
<b>516th SIG BDE:</b> 30th SIG BN HHC, 516th SIG BDE ENG/SOFTWAREDIV	Radford HS Webbing Elementary Princess Kaiulani Elementary	Central Central Honolulu
<b>TAMC PAO:</b>	Moanalua Elementary	Central
<b>556 PS BN:</b> 25th ID(L) Band	Mililani Mauka <i>See Note Below</i>	Central
<i>NOTE: 25th ID(L) Band is responsible for assisting band programs in all Hawaii high schools.</i>		
<b>PTA</b>	Waiakeawaena Elementary Keeau Middle School Waiakea Intermediate	Big Island Big Island Big Island
<b>USAG-HI:</b> Army Golf, Hawaii  Richardson Pool Staff AMR Pool	Leilehua HS Mililani HS Waialua HS Leilehua HS Aquatic Teams Radford High School	Central Central Central Central  Central

# Appendix 5

## School Partnership Program

### INFORMATION PAPER

APVG-GAC

28 August 03

SUBJECT: 25th Infantry Division (Light) and U.S. Army, Hawaii (25th ID(L) & USARHAW) School Partnership Program

1. Purpose. To discuss the policies and procedures for the 25th ID(L) & USARHAW School Partnership Program.

2. Discussion.

a. The 25th ID(L) & USARHAW School Partnership Program encourages voluntary partnership between Hawaii Department of Education schools or school districts and Army units or organizations to enhance the educational experience of all children. Army units or organizations may partner with schools and provide human resources, private donations, and the use of facilities or equipment on a voluntary basis to enhance the schools' curricula. Human resources include soldiers, Army civilians, or family members who have some knowledge or experience in the type of service being furnished. A list of current military unit/school partnerships is attached.

(1) Commanders will encourage subordinate commanders, directors, and staff office chiefs at all echelons to support this program. Commanders and supervisors may adjust normal duty schedules to permit soldiers to volunteer their services to schools.

(2) Army civilian employees may participate in voluntary activities during normal working hours with supervisory approval. Time spent will be charged to the appropriate leave category, or may be charged to compensatory time, if applicable. Based on workload or other relevant factors, and at the supervisor's option, an employee may make up time spent by working an equivalent amount of time.

(3) Specific program activities by the local command should be designed in concert with the partnered schools.

b. Voluntary help to schools or school districts may include:

(1) Mentoring and tutoring of students.

(2) Presentations in mathematics, science, and technology.

(3) Assistance in career education and exposure to vocational opportunities.

(4) Assistance in providing motivation, recognition, and reward for student achievement.

(5) Support of and participation in school events.

(6) In-service instruction of school personnel on the use of computers and other technology for education and training.

(7) Guest lectures, demonstrations, and class presentations.

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APVG-GAC

SUBJECT: 25th Infantry Division (Light) and U.S. Army, Hawaii (25th ID(L) & USARHAW) School Partnership Program

(8) Equipment loans, use of facilities, and private donations, consistent with AR 360-61 and other applicable regulations.

(9) Career planning workshops.

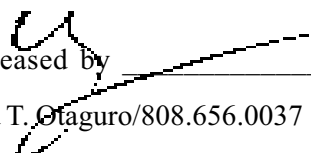
(10) Installation tours.

c. A Memorandum of Understanding (MOU) will be executed between the appropriate 25th ID(L) unit or organization and the school district. The MOU will detail the exact nature of the agreement. The schools involved must agree to hold harmless, to indemnify, and to release and discharge the Department of the Army and all military and civilian personnel of the Department of the Army for any consequences of services. The Office of the Staff Judge Advocate must review the MOU before it is signed by the commander.

d. Projects undertaken will be decided on a case-by-case basis. Projects must not interfere with or detract from the unit's mission. The use of duty time by the unit is authorized, but the use of appropriated or non-appropriated funds for the project is prohibited.

e. Members of the Administrative Law Branch of the Office of the Staff Judge Advocate are available to review all proposed projects for compliance with Federal Law and DOD/DA Regulations.

f. The Child and Youth Services School Liaison Office serves as the program manager of the School Partnership Program. They can be reached at 808.655.2263/2264.

Released by   
Ted T. Ofaguro/808.656.0037



# Appendix 6 - Page 1



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
HEADQUARTERS, 25TH INFANTRY DIVISION (LIGHT) AND U.S. ARMY, HAWAII  
SCHOFIELD BARRACKS, HAWAII 96857-6000

APVG-CG

SEP 09 2003

MEMORANDUM FOR All Military Personnel and Department of Defense Civilian Employees Within  
25th Infantry Division (Light) and United States Army, Hawaii (25th ID(L) & USARHAW)

SUBJECT: Policy Memorandum USAG-HI-11, Educational Programs and Activities

1. References.

- a. DOD 1400.25-M, Civilian Personnel Manual, Subchapter 630.
- b. Office of Personnel Management, "OPM Director's Memorandum on Volunteer Activities."

2. Applicability. This policy applies to all military commands and DA civilians within the 25th Infantry Division (Light) and U.S. Army, Hawaii area of responsibility.

3. Policy.

a. The purpose of this policy is to ensure that commanders and supervisors provide every soldier or DA civilian with parental responsibility the opportunity to attend his/her child's scheduled parent-teacher conference or any other significant activity requiring sponsor/parent participation, as well as provide every soldier the opportunity to tutor, mentor, or assist in the educational setting of local and area schools.

b. Parent-Teacher Conferences. Subject to mission requirements, supervisors will ensure military members attend all scheduled parent-teacher conferences. Military personnel participating in a scheduled parent-teacher conference will be excused from duty at their request to attend a scheduled parent-teacher conference. Supervisors will encourage civilian employees to attend all scheduled parent-teacher conferences. Subject to mission requirements, civilian personnel may be excused from duty without being charged leave for up to 59 minutes per week to attend a scheduled parent-teacher conference.

c. Volunteer/sponsorship. To continue and strengthen our on-going partnerships where they exist, and initiate such programs where they do not, mission permitting, military personnel interested in volunteering in local or area schools may be allowed excused absences for these volunteer activities where the volunteer work and the duty hours coincide. In all cases, arrangements must be made in advance with the educational activity and the volunteer's supervisor must approve the time off.

d. Recognition. Partner units, soldiers, and DA civilians who voluntarily mentor, tutor, or provide other assistance to local and area schools should be recognized for their efforts in accordance with AR 672-20, such as the Certificate of Appreciation (DA Form 7013), the Achievement Medal for Civilian Service, the Commander's Award for Public Service, or the Certificate of Appreciation for Patriotic Civilian Service (DA Form 7012). A means of recognizing active and reserve component personnel who perform outstanding volunteer service is the Military Outstanding Service Medal.

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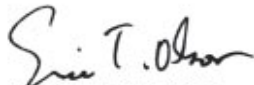
APVG-CG

SUBJECT: Policy Memorandum USAG-HI-11, Educational Programs and Activities

A Certificate of Achievement (awarded under provision of AR 600-02) allows a soldier to receive 5 promotion points (maximum 10 points, or two certificates) for volunteerism. The DA Form 3355, Promotion Worksheet, issued to determine the total promotion points granted, must be signed by a Lieutenant Colonel (LTC/05) or higher. A Certificate of Achievement signed by a LTC/05 or higher, must accompany the Military Outstanding Volunteer Service Medal, in order for the soldier to earn five points toward promotion to Sergeant or Staff Sergeant. Granting appropriate citations, letters of appreciation or small mementos demonstrates the Command's pride in volunteer service.

4. Expiration Date. This policy memorandum becomes effective upon signature and remains in effect until superseded or canceled in writing.

5. Proponent. The proponent for this policy is the Directorate of Community Activities, School Liaison Office. Direct your questions concerning this policy to the School Liaison Officer at 655-2264.

  
ERIC T. OLSON  
Major General, USA  
Commanding



DCA Marketing Division